

## MACKENZIE ADULT BUILDING

LOCATION: 3111 State St. (entrance off Las Positas St. at McCaw St.)

DESCRIPTION: Large room with kitchen, bathrooms and patio

HOURS: 8am – 10:30pm (Closing time is STRICTLY enforced) CAPACITY: seated 70, standing 100

PARKING: No-fee parking lot

AMPLIFIED MUSIC: Allowed inside building only

KITCHEN: Yes (Refrigerator/Stove/Microwave)

BAR-B-QUE FACILITIES: Large stone BBQ available

ALCOHOL PERMITTED: Yes, beer & wine only (Inside building ONLY) RESTROOM FACILITIES: Regular & handicap facilities

TABLES: Seven 8' long rectangle and seven 60" round tables CHAIRS: 85 folding chairs KEYS REQUIRED: Monitor will unlock and lock for weekend rentals ELECTRICITY: Available

FEES: Reservation (private & non-profit rates), monitor, janitorial, security deposit and permit application fees charged to rentals.

## Important Rules & Information

Reservations: Reservations must be made at least 5 working days prior to the event. There is a 4 hour minimum for all rentals.

Payment: A non-refundable reservation fee of \$200 must be made at the time of the reservation. Balance is due 4 weeks prior to the event.

<u>Monitor</u>: For "party and reception" rentals, a building monitor will open and close the building and explain the facility guidelines. Please be on time and bring identification & rental permit/contract since the monitor will ONLY open the building for the person named on the permit. For weekday meeting rentals, please pick up the key one day before the event and return it no later than one day after the event from our office.

Important Note: All music and activities must stop ½ hour before your closing time so your clean-up can begin. Clean-up includes cleaning of kitchen, mopping any major spills on floors, removal of all food and decorations, bagging and removal of trash to dumpster, putting away tables and chairs and sweeping the patio. The monitor will confirm your closing time when he/she unlocks the building and will return 30 minutes before closing to check that clean-up has started. A penalty fee will be taken out of your security deposit if you have not left by the closing time of your permit.

<u>Alcohol:</u> Beer and wine is not allowed for rentals designed primarily for people under 21 years of age. Examples of these rentals are quinceaneras, sweet 16 parties, bar or bat mitzvahs and fraternity or sorority parties.

Animals: Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).

**Cigarettes:** Smoking is not allowed inside the building.

**<u>Fireplace</u>**: May not be used. Please do not throw trash into the fireplace.

<u>Decorations:</u> All decorations must NOT be nailed, stapled, thumb tacked or duct-taped to the walls. Scotch or masking tape is allowed. Candles must be enclosed in a hurricane covering or within a votive container.

<u>Cleaning Supplies</u>: As a courtesy, the City tries to keep a broom, mop and bucket available. It is suggested that you bring your own in case they are missing. The City does NOT supply cleaning cloths, trash bags, etc. so please bring your own.

<u>Janitorial Service:</u> A janitorial service will come in and do all the fine cleaning after your event but YOU are responsible for picking up all trash, cleaning any large spills, wiping down tables, clearing out the refrigerator, cleaning any other obvious messes and carrying all trash and recycling bags to the dumpster.

<u>Tables and Chairs</u>: Setup of tables and chairs is not included. At the end of your event, table cloths and decorations must be removed from all tables and chairs and furniture must be returned to the chair carts (and tables stacked against the wall). For safety's sake, do NOT stack chairs or tables on top of each other!

<u>Security Deposit Return:</u> Your deposit will be returned if the site is clean and undamaged, all keys, if issued, are returned and you met all the conditions of your permit, including your event remaining within our stated capacity for the building. If not, part or all of your deposit will be retained. The deposit will be returned approximately 10 working days after the event. If the deposit was paid by credit card, the card will be credited. If you paid by cash or check, a check will be sent in the mail.

<u>Cancellation Policy:</u> The \$200 reservation fee is non-refundable but other fees already paid towards the facility rental, monitor/cleaning fees and security/key deposits will be refunded in full. Application fees are not refundable.

## Important Phone Numbers:

Park Rangers & Park Monitor Hotline: (805) 897-1941

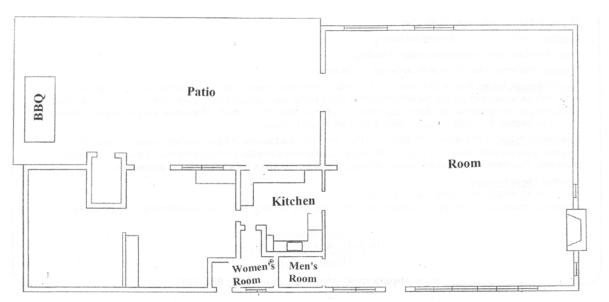
Emergency Services (for reporting after-hours emergencies like plumbing, electrical, unlock/lock up problems etc.): (805) 963-4286

As of 1/22/13



## Rules and Regulations for Facility Use

- 1. Authorized permit holders agree to comply with and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules or regulations shall be cause for permit revocation and immediate departure from the facility. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City facility and agree to limit admission to stated capacity of the area or facility; and for the use of all properties or other resources thereon; and shall agree to be responsible for damages or mistreatment of any part of any part of the facility as indicated on the permit and to pay the cost of any repairs or replacement therefore.
- 2. All City ordinances must be observed, including smoking, sound and use of alcoholic beverages. After two (2) notices of noise complaints on said reservation date, event will be immediately closed down.
- 3. City reserves the right of full access to all activities at any time to insure observation of rules and regulations. Improper group or individual conduct or use of a facility may be a basis for denying future permits.
- 4. Permit holder shall not sell any alcoholic beverages on the premises of any City facility without prior approval from the Alcoholic Beverage Control Office, the Police Department and the Parks and Recreation Department.
- 5. City ordinance prohibits driving or parking of any motorized vehicle upon park property without advance approval from Parks and Recreation Director. Driving vehicles on park property will be cause for deducting a minimum of \$25 per vehicle from Security Deposit. Actual damages to the park will be charged over the \$25 minimum.
- 6. The municipal code restricts posting of handbills and posters on telephone poles, signposts and public property. Permission of the owner must be obtained to post materials on private property. Facility use permits are subject to cancellation WITHOUT A REFUND if the City's Sign Ordinance is violated.
- 7. Issuance of final permit may be subject to the applicant obtaining other permits, approvals or insurance as required, including, but not limited to, Police Special Events Permit, City Business Tax Compliance Permit, County Health Permit or Alcoholic Beverage Permit.
- 8. A ratio of one adult to each 25 young people (age 17 and under) must be maintained throughout the course of any facility use unless otherwise arranged in advance.
- No equipment or furnishings (tables, chairs, sound equipment, picnic tables, park benches, etc.) may be removed from the premises of indoor or outdoor facilities without permission of the Parks and Recreation Director. Indoor and outdoor decorations should be discussed when application is submitted.
- 10. Permit holders using facilities with kitchen must furnish dishes, silverware, cooking utensils, towels, soap, etc., and agree to leave premises in a clean and orderly condition, including the removal of all trash and garbage.
- 11. City is not responsible for lost or stolen articles.
- 12. Permit may be revoked or security deposit retained if application is found to contain false or misleading information or when applicant purposely omits pertinent information or exceeds the stated limits of the permit.



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